



Friday, August 28, 2015, 10:00 a.m. – 3:30 p.m.

Roxborough Branch Library, Littleton, Colorado

2015 Annual Meeting Minutes

Approved March 4, 2016

The annual meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order by George Orłowski, Board Coordinator, at 10:05 a.m.

Members present:

Beverly Allen, Janet Bishop, Shaun Boyd, Christine Bradley, Dan Cordova, Martina Will de Chaparro, Abby Hoverstock, Aly Jabrocki, George Orłowski, Jaci Spuhler

Introductions: The members introduced themselves and George provided some history and background of the Board, in addition to handing out the board packet with pertinent information. CHRAB began in 1976, with many members serving for long terms. The regrant program began in 2011 and board restructuring took place in 2012.

Current Board and Recruitment: The board can have up to 14 members. George noted term limited and resigned board members: Jaci Spuhler, term limited, expires 09-01-15; Dan Cordova, Theobald's term, expires 09-01-15. It was moved by George and seconded by Janet that Dan take Duncan McCollum's vacant term which expires in 09-01-17. The motion passed by acclamation.

Current members are encouraged to look at what skills are needed on the board, with diversity and geographic representation in mind. Suggestions should be sent to Aly with the intent to have selections made by October 31. George will then ask those selected to fill out an application on the Colorado State Boards & Commissions webpage. Board job description will be coming from Aly, but possible board members should look at:

the CHRAB website: <https://www.colorado.gov/pacific/archives/CHRAB> ;

CHRAB Facebook: <https://www.facebook.com/ColoradoHistoricalRecordsAdvisoryBoard?fref=ts>

COSA website: <http://www.statearchivists.org/> ;

NARA website: <http://www.archives.gov/> ;

Colorado History Day website:

<http://www.ucdenver.edu/academics/colleges/CLAS/Centers/ColoradoHistoryDay/Pages/ColoradoHistoryDay.aspx>

Shaun Boyd volunteered to be secretary.

Discussion: With the next regrant program not beginning until Jan. 1, 2016, there is time to look at board reorganization. Without duplicating the programs of other entities, the board needs to reorganize around a new mission to remain active and relevant. The current strategic plan is expired/expiring; a new mission driving a new strategic plan (“progress and not perfection”) will provide focus for action.

Action items by Halloween:

- Membership suggestions to Aly, considering skills, geography, race, gender
- Vision: what do you want the board to be
- Role: what would you like your role on the board to be

In Kind Hours: It’s important to get in-kind hours to Aly every quarter. Meeting hours can be counted, as can meeting preparation, mentoring time, email conversations, workshop preparations, writing reports, etc.

Budget: The budget process for 2016 is complete with the submission of the NHPRC grant <http://www.archives.gov/nhprc/announcement/state.html> . It includes regrants at \$5,000 each, with applicants being encouraged to collaborate. [Colorado is the only SHRAB that does not use its grant funds for COSA membership.] Grant notifications should be out sometime in November 2015.

In budgeting for 2017, we need to decide if we want to continue to go through the federal grant process in order to get those limited funds. Can we raise and spend funds from outside the federal government, retooling for a totally state project? Could our priorities vary from year to year, with a focus on newspaper digitization one year, historic photos the next, with an annual roll out that garners media attention? What would assessment of success look like?

2015 Regrant Program: We have an extension through December 31, 2015, for the NHPRC grant. Rifle Creek and Roxborough are the only recipients of regrants that have not submitted final reports.

Discussion of a statewide needs assessment brought up the possibility of student interns constructing a survey and compiling a list of all institutions involved with historical records at some level. Connecting to Collections (Dana Echohawk) may have completed that already.

Workshop Review: The Fall 2014 Electronic Records Workshop was held in Denver, very successfully. The Spring 2015 Archives 101 Workshop was held in Rifle. Jay Trask and Janet Bishop provided a powerpoint with adjustments by Aly. Presentation was by George and Aly, despite a spring snowstorm, and was well received.

There is enough money left in the admin budget to do a Fall 2015 Archives 101 Workshop. Bev Allen will check for room availability in Westcliffe for an October date. Aly and George will present.

Other items: Archives Month is October. CHRAB produces a poster with funding from the NHPRC grant. In looking for subjects for this year's poster, email and digital correspondence was suggested.

A piece of the Magna Carta will be on display at the Supreme Court Library (in the Ralph L. Carr Colorado Judicial Center) in November. Dan will let us know the dates.

The 40th anniversary of the NHPRC will be in 2016 so it's time to begin collecting those things that show CHRAB has made an impact.

Jaci was thanked for her participation on the board with fine parting gifts.

Next Meeting: The next meeting will be scheduled for November, after the October 31 deadline for action items. Other than the annual meeting, CHRAB has been meeting online.

Adjourned at 3:30 p.m.

jspuhler